



Training Opportunity

Course Title:	Evelyn Wood Reading Dynamics
Date(s)/Time:	29 April 2004 (Thursday) 08:00-15:00
Location:	Specific Training Location and classroom TBA Ft Bragg, NC
Tuition:	No cost to USASOC civilian employees \$75 for non-USASOC civilian employees
Vendor:	Fred Pryor Seminars/CareerTrack
USASOC Course Manager:	TBA
SC CPOC Course Manager:	Heidi Collier, heidi.collier@us.army.mil 256.842.6554, dsn 788.6554

Who Should Attend: USASOC Civilian Employees, and other federal employees if space permits, who are Administrative Assistants, Customer Service Representatives, Sales and Marketing Staff, Managers, Supervisors and Directors

Course Description:

Key learning points:

- identify your current reading behavior
- understand why you see more but read less
- define a new reading behavior
- engage in activities to change reading behavior
- distinguish between passive and active reading
- understand that reading equals thinking
- learn to use 5 levels of comprehension
- apply the Multiple Reading Process for improved comprehension
- use 10 tips for better comprehension
- distinguish comprehension from recall
- develop 4 unique recall patterns
- become an active listener
- create a set of notes by using chunking and clustering techniques
- employ adult learning strategies

Registration Information:

USASOC employees:

First, gain your supervisor's approval. Then contact USASOC Training Contact, preferably via E-mail with course title in subject line, or if necessary, fax or phone. If one is not available, follow procedures directly below this.

For non-USASOC employees:

First, gain your supervisor's approval. Then you, the course nominee, should contact SC CPOC Course Manager to receive notification of a confirmed space; you may forward your request with the course title in the subject line via E-mail to heidi.collier@us.army.mil with Courtesy Copy to USASOC Training Contact. After receiving confirmation, your organization's approved credit-card

holder should complete and fax a payment authorization sheet to Heidi Collier at 256.876-3627. This form is available from the course manager or online at http://cpolrhp.belvoir.army.mil/scr/hrdd/Tools/Payment_Authorization.htm. Payment must be made using the government credit card and received before class-start date. Cancellations are permitted until the registration deadline; however, they must be coordinated with the Course Manager. Organizations will be charged for cancellations received after this date. On the day of class at the training site, attendees will be required to sign-in on a course roster and to complete an evaluation sheet.

Registration Deadline: 30 March 2004

Additional Information:

1. Individuals requiring special accommodations should notify the course manager at the time of registration.
2. Participants may be excused from portions of any training program that they feel conflicts with their religious beliefs or creates high levels of emotional response or psychological stress.

Updated Apr 03